

Early Childhood Career Ladder Application

APPLICANT: Complete Section 1 (Candidate Information) and Section 2 (Program Information).

1. CANDIDATE (PAYEE) INFORMATION:

Full Name (first, middle, and last) _____
 Home Address Street Number _____
 City _____ County _____ Zip Code _____
 Home Phone Number: _____ Date of Birth ____/____/____
 Provider's Social Security Number: _____ - _____ - _____ (Bonus monies must be reported as income to the IRS.)

2. PROGRAM INFORMATION:

Early childhood program you are currently employed in:

Program Name _____
 Program Address Street Number _____
 City _____ County _____ Zip Code _____
 Program Owner/Supervisor _____ Program Phone # _____

POSITION YOU CURRENTLY HOLD: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Residentially Certified Family Provider | <input type="checkbox"/> License Exempt Preschool Teacher |
| <input type="checkbox"/> Licensed Family or Family Group Provider | (Include a copy of your preschool's business license.) |
| <input type="checkbox"/> Licensed Center Teacher / Caregiver | <input type="checkbox"/> License Exempt Preschool Director |
| <input type="checkbox"/> Licensed Center Director | (Include a copy of your preschool's business license.) |
| <input type="checkbox"/> Head Start Classroom Teacher or Teacher's Aid | <input type="checkbox"/> Center-based Early Intervention E.I.-1 Worker |
| <input type="checkbox"/> Head Start Education Specialist | <input type="checkbox"/> Other: _____ |

How many hours per week do you work in this position? _____

How long have you held this position in this program? _____ years and / or _____ months

Please note: Effective July 1, 2002 in order to be eligible for a Career Ladder award you must be currently employed working at least 20 hours per week with children ages birth through preschool, and must have been employed in that capacity for at least the past 6 months in the same program.

Please submit completed applications **and accompanying documentation of training** to: **Utah Office of Child Care**
 Mark inside which level(s) you are applying for. **140 East 300 South**
Allow 4-6 weeks for the processing of your application. **Salt Lake City, UT 84111**

3. DO NOT COMPLETE THIS SECTION. For OCC office use only.

Business Type: Individual

Amount: \$ _____ Vendor # _____ Contract # _____ Invoice # _____

Submitted and Approved by: _____ Date ____/____/____

Fund	Agency	Low Org	Approp Unit	Activity Code	Rept Category	Object Code	Amount	Check Category
100	600	6160	N J C	6CAR	CCXP			03

LEVEL 1 - \$100 Bonus

DOCUMENTATION REQUIRED:

ALL of the following:

- ___ 10 hour Early Childhood Health & Safety Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- ___ 10 hour Child Development, Part 1 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- ___ 10 hour Child Development, Part 2 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- ___ Currently valid Red Cross (or equivalent) first aid AND CPR certification
- ___ Currently valid local Health Department Food Handler's Permit

LEVEL 2 - \$200 Bonus

DOCUMENTATION REQUIRED:

BOTH of the following:

- ___ Copy of Level 1 Career Ladder Certificate, AND
- ___ Certificates of completion for **four** of the following eight courses offered through your local CCR&R Agency:
 - ___ A Great Place for Kids!
 - ___ Strong & Smart!
 - ___ Learning to Get Along
 - ___ Advanced Child Development
 - ___ Looking to Learn
 - ___ Working Together
 - ___ Creating Good Child Care
 - ___ More Than Babysitting

LEVEL 3 - \$300

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- ___ Copy of Level 2 Career Ladder Certificate, AND
- ___ Certificates of completion for **the remaining four** Level 2 courses not already used for Level 2 certification
 - ___ A Great Place for Kids!
 - ___ Strong & Smart!
 - ___ Learning to Get Along
 - ___ Advanced Child Development
 - ___ Looking to Learn
 - ___ Working Together
 - ___ Creating Good Child Care
 - ___ More Than Babysitting

Option 2:

- ___ Transcripts verifying the completion of three semester college credits in courses dealing specifically with children ages birth through preschool (See note after Level 7.)

LEVEL 4 - \$400 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- ___ Copy of Utah High School Skills Certificate in Child Development, AND
- ___ Copy of Utah High School Skills Certificate in Child Care

Option 2:

- ___ Copy of a currently valid CDA or CCP credential

Option 3: BOTH of the following:

- ___ Copy of Level 3 Career Ladder Certificate, AND
- ___ Completion certificates for any four Level 1-3 or Career Ladder Endorsement courses not already used for a previous level of certification

Option 4: BOTH of the following:

- ___ Copy of Level 3 Career Ladder Certificate, AND
- ___ Documentation of three **new** early childhood CEUs or college credits not already used for a previous level of certification (units or credits completed after your Level 3 certification)

Option 5:

- ___ Transcripts verifying the completion of six prior semester college credits in courses dealing specifically with children ages birth through preschool (See note after Level 7.)

LEVEL 5 - \$500 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- ___ Copy of Level 4 Career Ladder Certificate, AND
- ___ Completion certificates for any four Level 1-3 or Career Ladder Endorsement courses not already used for a previous level of certification

Option 2: BOTH of the following:

- ___ Copy of Level 4 Career Ladder Certificate, AND
- ___ Documentation of three **new** early childhood CEUs or college credits not already used for a previous level of certification (units or credits completed after your Level 4 certification)

Option 3:

- ___ Transcripts verifying the completion of nine prior semester college credits in courses dealing specifically with children ages birth through preschool (See note after Level 7.)

LEVEL 6 - \$600 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 5 Career Ladder Certificate,
AND
- _____ Completion certificates for any four Level 1-3
or Career Ladder Endorsement courses not
already used for a previous level of certification

Option 2: BOTH of the following:

- _____ Copy of Level 5 Career Ladder Certificate,
AND
- _____ Documentation of three **new** early childhood
CEUs or college credits not already used for a
previous level of certification (units or credits
completed after your Level 5 certification)

Option 3:

- _____ Transcripts verifying the completion of twelve
prior semester college credits in courses
dealing specifically with children ages birth
through preschool (See note after Level 7.)

LEVEL 7 - \$700 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of Level 6 Career Ladder Certificate,
AND
- _____ Completion certificates for any four Level 1-3
or Career Ladder Endorsement courses not
already used for a previous level of certification

Option 2: BOTH of the following:

- _____ Copy of Level 6 Career Ladder Certificate,
AND
- _____ Documentation of three **new** early childhood
CEUs or college credits not already used for a
previous level of certification (units or credits
completed after your Level 6 certification)

Option 5:

- _____ Transcripts verifying the completion of fifteen
prior semester college credits in courses
dealing specifically with children ages birth
through preschool (See note after Level 7.)

NOTE: *The prior college credit option for Levels 3 through 7 is only for those applicants who do not already have a one year certificate, associate's degree, bachelor's degree, or graduate degree which meets the 15 credit hour early childhood*

requirement. *Applicants who submit college transcripts to qualify for Levels 3 through 7 must submit complete transcripts for all college coursework completed to date, and will be awarded the highest level they qualify for based on their complete transcripts. Additional levels of certification will require the completion of additional training.*

LEVEL 8 - \$800 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of 1 year college certificate in early
childhood or child care which includes at least
15 semester credits in courses dealing
specifically with children ages birth through
preschool
AND
- _____ Copy of college transcripts

Option 2: BOTH of the following:

- _____ Copy of Early Childhood Certification from a
MACTE (Montessori Accreditation Council for
Teacher Education) accredited training
program
AND
- _____ Copy of Montessori transcripts

LEVEL 9 - \$900 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of diploma verifying associate's degree
which includes at least 15 semester credits in
courses dealing specifically with children ages
birth through preschool
AND
- _____ Copy of college transcripts

Option 2: BOTH of the following:

- _____ Copy of diploma **and** transcripts verifying
associate's degree which **does not** meet the
15 credit hour early childhood requirement,
AND
- _____ Copy of Level 7 Career Ladder Certificate

LEVEL 10 - \$1,000 Bonus

DOCUMENTATION REQUIRED:

Option 1: BOTH of the following:

- _____ Copy of diploma verifying bachelor's or
graduate degree which includes at least 15

semester credits in courses dealing specifically with children ages birth through preschool
AND

_____ Copy of college transcripts

Option 2: BOTH of the following:

_____ Copy of diploma **and** transcripts verifying bachelor's or graduate degree which **does not** meet the 15 credit hour early childhood requirement

AND

_____ Copy of Level 7 Career Ladder Certificate

CAREER LADDER ENDORSEMENTS

Infant/Toddler Endorsement - \$100 Bonus

DOCUMENTATION REQUIRED:

ALL of the following:

- _____ Infant/Toddler Care Course #1 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- _____ Infant/Toddler Care Course #2 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- _____ Infant/Toddler Care Course #3 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- _____ Infant/Toddler Care Course #4 Certificate
(Requires a specific course offered through your local CCR&R Agency.)

Special Needs Endorsement - \$100 Bonus

DOCUMENTATION REQUIRED:

ALL of the following:

- _____ Special Needs Part 1 Course Certificate *(Requires a specific course offered through your local CCR&R Agency.)*
- _____ Special Needs Part 2 Course Certificate *(Requires a specific course offered through your local CCR&R Agency.)*
- _____ Special Needs Part 3 Course Certificate *(Requires a specific course offered through your local CCR&R Agency.)*

Center Director's Endorsement - \$100 Bonus

DOCUMENTATION REQUIRED:

- _____ Copy of NAC Credential issued by the National Child Care Association

Family Child Care Endorsement - \$100 Bonus

DOCUMENTATION REQUIRED:

ALL of the following:

- _____ Family Child Care Course #1 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- _____ Family Child Care Course #2 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- _____ Family Child Care Course #3 Certificate
(Requires a specific course offered through your local CCR&R Agency.)
- _____ Family Child Care Course #4 Certificate
(Requires a specific course offered through your local CCR&R Agency.)

Questions?

If you have questions about the Career Ladder Program or your Career Ladder application, contact the Office of Child Care at (801) 526-4340, or 1-800-622-7390.

For a schedule of current training classes, call your local Child Care Resource & Referral Agency listed below, or visit the Office of Child Care website at: www.dws.state.ut.us/

Utah's Child Care Resource & Referral Agencies

BRIDGERLAND CCR&R – Box Elder, Cache, and Rich
(435) 797-1552, or toll free: 1-800-670-1552

NORTHERN CCR&R – Davis, Morgan and Weber
(801) 626-7837, or toll free: 1-888-970-0101

METRO CCR&R – Salt Lake and Tooele
(801) 355-7444, or toll free: 1-800-839-7444

MOUNTAINLAND CCR&R – Summit, Utah, and Wasatch
(801) 222-8220, or toll free: 1-800-952-8220

EASTERN CCR&R – Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah
(435) 613-5619, or toll free: 1-888-637-4786

WESTERN CCR&R – Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Washington, and Wayne
(435) 628-4843, or toll free: 1-800-543-7527